



ALAMEDA COUNTY
CONGESTION MANAGEMENT AGENCY

1333 BROADWAY, SUITE 220 • OAKLAND, CA 94612 • PHONE: (510) 836-2560 • FAX: (510) 836-2185
E-MAIL: mail@accma.ca.gov • WEB SITE: accma.ca.gov

REQUEST FOR PROPOSALS

Project Monitoring Services
For
Various Transportation Funding Programs in Alameda County
(RFP A07-008)

Dear Consultants:

The Alameda County Congestion Management Agency (ACCMA) has issued a Request for Proposals (RFP) for the above mentioned project.

Proposals are subject to ACCMA Small Business Enterprise (SBE), Local Business Enterprise (LBE) and Disadvantage Business Enterprise (DBE) program. Any contract to be awarded as a result of this Notice will be awarded without discrimination based on race, color, religion, sex, or national origin.

To obtain a full copy of the RFP, please contact ACCMA office at (510) 836-2560 or download the document in PDF format from our website: www.accma.ca.gov. All questions pertaining to this RFP should be emailed to Liz Brazil, Contracts Administrator, at the following e-mail address: lbrazil@accma.ca.gov no later than March 26, 2007.

A pre-proposal meeting will be held at the ACCMA Office, 1333 Broadway, Suite 220, Oakland, CA 94612, on Tuesday, March 27, 2007 at 10:00 am.

Seven (7) copies of the proposals are due no later than 3:00 p.m. on April 9, 2007 at the offices of the Alameda County Congestion Management Agency, 1333 Broadway, Suite 220, Oakland, CA 94612. Late submittals will not be accepted. Proposal must be submitted in a sealed envelope marked:

"Project Monitoring Services – RFP A07-008"
Alameda County Congestion Management Agency
1333 Broadway, Suite 220
Oakland, CA 94612

We look forward to receiving a proposal from your firm.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Todd".

Matt Todd, PE
Manager of Programming

REQUEST FOR PROPOSALS

**Project Monitoring Services
For
Various Transportation Funding Programs
In
Alameda County**

RFP A07-008

Issued by:

Alameda County Congestion Management Agency (CMA)

Date: March 16, 2007

RESPONSES DUE:

3:00 PM, April 9, 2007

Alameda County Congestion Management Agency
1333 Broadway, Suite 220
Oakland, CA 9461

REQUEST FOR PROPOSALS
Project Monitoring Services
For
Various Transportation Funding Programs
In
Alameda County

1.0 INTRODUCTION

The Alameda County Congestion Management Agency (CMA) is responsible for planning, programming, monitoring, reporting and coordinating various Federal, State, and Regional funds for transportation projects within Alameda County. The CMA desires to retain a consultant team to provide project monitoring services related to various funding programs in Alameda County.

2.0 SERVICES TO BE PROVIDED / SCOPE OF WORK / CONTRACT TERM

The CMA intends to retain a qualified professional firm/team to provide project monitoring services to assist the CMA in performing various planning, programming, reporting and monitoring activities to support the development and implementation of transportation projects in Alameda County.

The successful firm shall demonstrate competency in all fields of expertise required by this Request for Proposals (RFP) and shall confirm the availability of the qualified personnel proposed to perform the services required.

The term of the contract anticipated as a result of this RFP will be a two-year base term with up to two one-year extensions following the base term. The CMA, at its sole discretion, may or may not exercise one or all two of the one-year extensions.

3.0 FUNDING SOURCES/PROGRAMS TO BE MONITORED

The scope of services to be included in your proposal shall include monitoring all phases of transportation projects with funds programmed from Alameda County shares of the following sources/programs:

1. The State Transportation Improvement Program (STIP)
2. The Federal Surface Transportation Program (STP)
3. The Federal Congestion Mitigation and Air Quality Improvement Program (CMAQ)
4. The Bay Area Air Quality Management District's (BAAQMD) Transportation Fund for Clean Air (TFCA) Program Manager (40%) Fund Program
5. The CMA's Exchange Program (a program administered by the CMA that involves project sponsors exchanging local funds for State and Federal funds. The exchanged local funds are programmed by the CMA Board to transportation projects. Copies of boilerplate agreements

for the Exchange Program are attached to this RFP. There are two types of agreements: 1) Fund Transfer Agreements for sponsors of projects to receive the exchanged funds; and 2) Local Fund Exchange Agreement for sponsors providing the local funds in exchange for State and Federal Funds.

For the purposes of this RFP, it should be assumed that there will be 25 projects with funds programmed to them from each of the sources/programs listed above (i.e. a total of 125 projects being monitored). Draft and final versions of quarterly monitoring reports for each of the fund types listed above shall be included as deliverables in the proposed scope of services and approach. The monitoring reports shall, at a minimum, show any upcoming timely use of funds provisions for the various types of funds being monitored. Draft versions of the quarterly monitoring reports will be included in the agenda packet for the Alameda County Technical Advisory Committee (ACTAC) meeting for the month before the month during which the report(s) will be included on the agendas for the CMA committees and Board meetings (i.e. draft report to ACTAC one month and then to the CMA committees and Board the next month).

4.0 AREAS OF EXPERTISE

The successful proposal shall demonstrate the capacity and expertise to provide services related to the following areas of expertise:

1. The programming processes for the fund sources/programs listed in Section 3.0 above;
2. The Caltrans Local Assistance procedures and coordination with Caltrans Local Assistance;
3. The timely use of funds provisions for the fund sources/programs listed in Section 3.0 above;
4. The policies and procedures of the Metropolitan Transportation Commission (MTC) related to the programming and monitoring of the fund sources/programs listed in Section 3.0 above;
5. The policies and procedures of the California Transportation Commission (CTC) related to the programming and monitoring of the fund sources/programs listed in Section 3.0 above; and
6. The policies and procedures of the Bay Area Air Quality Management District (BAAQMD) related to the programming, reporting and monitoring of the Fund sources/programs listed in Section 3.0 above;
7. The monitoring of programs of projects; and
8. Other reporting tasks required to be performed by the CMA.

5.0 TYPICAL SERVICES

All services must be performed in a professional manner and deliverables shall be submitted in a format approved in writing by the CMA prior to the first submittal of any deliverable. The following is a list of typical services anticipated to be provided as a result of this RFP:

1. Communicating directly with project sponsors to gather project information for the quarterly monitoring reports;

2. Assisting the CMA administrative staff with managing and maintaining the document files related to the project monitoring;
3. Reviewing draft documents prepared by project sponsors for funding related submittals such as Requests for Extensions, Requests for Authorizations, and various other submittals required by the agencies involved with transportation funding;
4. Assisting with reviewing and evaluating funding applications submitted in accordance with various calls for projects issued by the CMA;
5. Assist CMA staff with coordination with other funding agencies such as the MTC, CTC, BAAQMD and Caltrans Local Assistance

Each proposal should assume the consultant firm shall furnish all business equipment required for the work such as computers, fax machines, furniture, telephones and expendable supplies such as binders, pens, pencils, etc. For services that may be required onsite, office space may be available for lease by the successful firm.

6.0 PROPOSAL SUBMITAL REQUIREMENTS

Please prepare your proposal in accordance with the following requirements.

A. Proposal

The proposal (excluding resumes and the transmittal letter) shall not exceed a total of the equivalent of 20 single-sided, 8.5" x 11" pages. Font size shall be at least 12 point. Resumes should be included in an appendix.

B. Transmittal Letter

The proposal shall be transmitted with a cover letter describing the firm/team's interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other communications should be directed during the consultant selection process. The transmittal letter should be no longer than two pages. The person authorized by the firm/team to negotiate a contract with the CMA shall sign the cover letter. Address the transmittal letter as follows:

Matt Todd, P.E., Manager of Programming
ACCMA RFP A07-008
Alameda County Congestion Management Agency
1333 Broadway, Suite 220
Oakland, CA 94612

C. Project Understanding

This section should clearly convey the consultant's understanding of the nature of the work, including the inter-agency coordination required for the planning, programming, reporting, and monitoring of the state, federal and regional transportation funding listed in Section 3.0 above.

D. Approach and Staffing Plan

This section should provide the firm's/team's proposed overall approach and staffing plan for providing the requested services on an annual basis. The approach and staffing plan should be segregated into tasks and/or deliverables that reflect a clear understanding of the services requested by this RFP. Include an organization chart showing the proposed relationships among consultant staff and the CMA staff, as well as any other parties that may have a significant role in meeting the objectives spelled out in this RFP. This section should also include the approach to preparing and delivering any deliverables proposed including the deliverables listed in Section 3.0 of this RFP. The typical approach for each of the deliverables should identify the significant activities and stakeholders involved in preparing the deliverable. Each description of the approach to each deliverable(s) should be no longer than two pages. The staffing plan should show the estimated annual level of effort in hours for each of the key team members for each task and/or deliverable. Levels of effort required for non-key team members can be shown by classification.

E. Qualifications, Experience and Availability

This section should provide the qualifications, experience and availability of the consultant team for this project. Please emphasize the specific qualifications and experience from assignments similar to the services requested in this RFP for the key team members. Proposal should identify key team members including the individuals that will be responsible for each of the proposed deliverables including the deliverables listed in Section 3.0 and should be identified along with the overall project/contract manager (also considered a key team member). Resumes for each key team member should be included in an appendix. The resumes of key team members should include descriptions of any recent experience providing services similar to those requested by this RFP and references for such similar experience. Key team members will be expected to be committed for the duration of the project. Replacement of any key team member will not be permitted without prior consultation with, and written approval by the CMA.

F. Additional Relevant Information

Provide additional relevant information that may be helpful in the selection process.

G. References

For each key team member, provide at least three references (names and current phone numbers) from recent work (previous three years) similar or relevant to this project. Include a brief description of each project associated with the reference, and the role of the respective team member. These references should be included with the resumes in an Appendix as mentioned above in Sections 6A and 6E.

H. Submittal of Proposals

Seven (7) copies of your proposal are due at the CMA offices no later than the time and date specified in Section 8.0, below. Envelopes or packages containing the proposals should be clearly marked, **"Proposals Enclosed - ACCMA RFP A07-008."**

7.0 SELECTION OF CONSULTANT

The overall process will be to evaluate the technical components of all the proposals completely and independently. The proposals will be evaluated based on the following criteria:

1. Qualifications and specific experience of key team members.
2. Project understanding and approach, including an understanding of the CMA, MTC, CTC, BAAQMD, Caltrans and other agencies involved in the planning, programming and monitoring of transportation funding.
3. Experience with providing similar types of services.
4. Satisfaction of previous clients.
5. Schedule and capacity to provide qualified personnel.

Two or more of the firms/teams may be invited for interviews. The project manager and key team members should attend the interview. The evaluation/interview panel may include representatives from the CMA, Caltrans, and other agencies, but the specific composition of the panel will not be revealed prior to the interviews. Costs for travel expenses and proposal preparation shall be borne by the consultants.

Once the top ranked firm/team has been determined, CMA staff will start contract negotiations with that firm/team. If contract negotiations are not successful, the second ranked firm/team may be asked to negotiate a contract with the CMA, and so on. Provided negotiations are proceeding well, the CMA may elect to initiate a portion of the work scope with a Notice to Proceed (NTP), prior to execution of the contract.

8.0 SELECTION PROCESS DATES

March 26, 2007

Questions pertaining to this RFP should be emailed to Liz Brazil prior to the pre-proposal meeting at the following email address: lbrazil@accma.ca.gov. **Responses to the material questions received by 5:00 p.m. on this date will be provided at the pre-proposal meeting.**

March 27, 2007

A Pre-proposal Meeting will be held at 10:00 a.m. at the CMA offices, 1333 Broadway, Suite 220, Oakland, CA 94612. Attendance is optional.

April 9, 2007

Proposals are due no later than 3:00 p.m. on April 9, 2007 at the CMA offices, 1333 Broadway, Suite 220, Oakland, CA 94612. *Late submittals will not be accepted.*

April 17, 2007

Interviews for consultant selection will be held on **April 17, 2007**. (If necessary)

All questions pertaining to this RFP should be emailed to Liz Brazil, Contracts Administrator, at the following email address: lbrazil@accma.ca.gov. All such emails must include the subject line "CMA RFP A07-008 Question:" and then the stated question in the body of the email. CMA will be unable to provide individual responses, and CMA will not respond to the questions posed by means other than email. Responses to all questions submitted by the March 26, 2007, deadline that may have a material impact on the proposal will be provided to all attendees of the pre-proposal meeting discussed above, and will also be posted on the CMA website: www.accma.ca.gov.

9.0 GENERAL CONDITIONS

A. Limitations

This RFP does not commit the Alameda County CMA to award a contract or to pay any costs incurred in the preparation of a proposal in response to this RFP.

B. Rejection of Proposals

The Alameda County CMA reserves the right to reject any or all proposals.

C. Award

All finalists may be required to participate in negotiations and to submit such price; technical or other revisions of their proposals as may result from negotiations. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and technical viewpoint. A pre-award audit of the consultant may be required. If so, cost negotiations cannot be completed until after the audit report is received.

D. Work Scope Modifications

The Alameda County CMA reserves the right to request changes to the staffing and/or scope of services contained in any of the proposals and to enter negotiations with any of the proposers regarding their submittal.

E. Contract

A sample contract is shown in Attachment A. It is expected that the terms of the contract will be acceptable to the consultant unless exceptions are included in the submittal.

F. Non - Discrimination

Contractors shall not discriminate on the basis of race, color, national origin, sex, or physical disability in the performance of CMA contracts.

G. Levine Act

Selected consultants will be required to disclose on the record any contribution of more than \$250.00 which they have made to a CMA Board member within the twelve-month period preceding the submittal deadline of this RFP. This applies to your company, any member of your team, any agents for you or other team members and to the major shareholders of any closed corporation, which is part of your team. If you have made a contribution which needs to be disclosed you must provide written notice of the date, amount and receipt of the contribution(s) to the CMA's Executive Director, Dennis Fay. This information will need to be provided before the CMA can approve any contract.

H. SBE and LBE Policy

CMA has adopted a Small Business Enterprise (SBE) Policy, pursuant to which the CMA encourages all prime contractors to utilize qualified SBE subcontractors on CMA projects, CMA promotes the direct purchase of goods from qualified SBEs by utilizing SBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, CMA seeks the utilization of qualified SBEs when such SBEs are available. All prime contractors are required to report on SBE usage during the term of each contract, using a form provided by CMA.

For purposes of CMA's SBE Policy, an SBE shall be a "small business" within the meaning of 13 CFR Part 121 and California Government Code Section 14837. In the event that the CMA's SBE Policy conflicts with any Federal, State or other funding source's programs, policies, regulations or requirements, CMA shall make the SBE Policy consistent with said

funding source's programs, policies, regulations and requirements to the extent permissible by law. CMA's SBE Policy is neutral as to race, ethnicity, national origin, age, sex, religion, sexual orientation and other protected classes.

CMA has also adopted a Local Business Enterprise (LBE) Policy, pursuant to which the CMA encourages all prime contractors to utilize qualified LBE subcontractors on CMA projects. CMA promotes the direct purchase of goods from qualified LBEs by utilizing LBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, CMA seeks the utilization of qualified LBEs when such LBEs are available. All prime contractors are required to report on LBE usage during the term of each contract, using a form provided by CMA.

I. DBE PROGRAM

As a condition of receiving federal funds, CMA has signed an agreement with Caltrans pursuant to which CMA has agreed to implement Caltrans' Disadvantaged Business Enterprise (DBE) Program Plan (hereinafter referred to as the DBE Program) as it pertains to local agencies. The DBE Program is based on U.S. Department of Transportation (DOT), Title 49, Part 26, Code of Federal Regulations requirements.

10.0 ATTACHMENTS

The following documents are attached:

Attachment A – Sample CMA Contract

Attachment B – List of Firms that Received Notice of this RFP

Attachment C – CMA TIP Fund Transfer Agreement Boilerplate

Attachment D – CMA Exchange Local Fund Exchange Agreement Boilerplate